LACS^{Link} DEVELOPER
LICENSEE PERFORMANCE REQUIREMENTS

1. Purpose

1.1 The purpose of these performance requirements is to establish standard criteria of performance with which USPS requires LACS^{Link} Developers Licensees ("Licensees") to comply. The LACS^{Link} Product will enable Licensees to provide the new address when a converted address matches the LACS^{Link} file.

1.2 Licensee's matching software must adhere to specific USPS requirements regarding the product as well as to the matching rules and specifications herein. Licensee's LACS^{Link} system will be tested on a periodic basis.

2. Product Description and Fulfillment

2.1 The LACS^{Link} Product utilizes what is referred to as "hash" tables. The hash tables are secure datasets that will only provide new address information when queried, through use of a software interface, with a specific algorithm of the old address from a mailer's address list which matches the algorithm of the information as it appears on the LACS^{Link} database.

2.2 The input algorithm uses a complete address, a 5-digit ZIP Code and an unparsed address to obtain a match.

2.3 Licensee is responsible for writing or purchasing a software interface which will customize the type of input format and provide the desired output.

2.4 Monthly updates containing the full LACS^{Link} Product datasets will be provided via CD to Licensees.

3. General Requirements

3.1 Any Licensee wishing to provide LACS^{Link} processing must first obtain (either by purchase or developer license) a licensed and certified Interface Product. The Interface must be reviewed, tested, and approved by the USPS prior to any actual use and/or distribution of the LACS^{Link} product for processing occurring in a production environment to ensure that all license requirements are met.

3.2 Licensee, in order to develop, distribute and/or utilize the LACS^{Link} Product, must meet all requirements and specifications contained within the License Agreement and the most current version of the Licensee Performance Requirements, unless explicitly allowed, prohibited, or modified by USPS in writing. Copies of these

documents, the Certification Procedures and any new updates to the documents will be posted on the RIBBS website at http://ribbs.usps.gov/files/LACSLink.

3.3 To provide the most up-to-date address conversions, Licensees utilizing the LACS^{Link} Product must receive the ZIP + 4 and City/State Products on a monthly basis. Refer to Exhibit A for acceptable use dates for these products.

4. *Specific Requirements*

4.1 Licensees must use USPS certified LACS^{Link} software to access the LACS^{Link} Product.

4.2 Licensee must adhere to the provisions of Standards of Performance as detailed in Section 7.

4.3 Licensees must be capable of:

   a) Responding to all address inquiries from subscribers and the Licensor.

   b) Updating the system with full file replacement monthly via CD.

   c) Licensee shall provide USPS with access to any resource used in performance of this license and with the necessary equipment and/or reports to monitor performance at Licensee's facility.

4.4 LACS^{Link} shall not be used to facilitate creation of address lists artificially. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, the Licensee shall design a "stop LACS^{Link} processing" function that will cause their interface to cease processing addresses when the interface encounters a list containing an apparent artificial address. Any time an address encounters a False Positive record, the LACS^{Link} conversion function shall be halted immediately.

4.5 When the customer encounters the "Stop LACS^{Link} Processing" function, the customer must notify the Licensee in order to restore LACS^{Link} processing capability. The Licensee shall inform the customer that the processing was halted due to an unauthorized exposure to an apparent artificially created address. The Licensee shall immediately notify USPS of the customer's name and address. The Licensee shall design a unique "one time only, restart code" to restore LACS^{Link} processing capability (i.e. cannot be used after the first occurrence to bypass any further "Stop LACS^{Link} Processing" error codes.). USPS reserves the right to require a Licensee to suspend a customer's ability to perform LACS^{Link} processing when multiple incidents of artificial address detection occur.

4.5.1 The following statement regarding the "Stop LACS^{Link} Processing" function shall be placed into all documentation provided to the customer. The error code definition shall read: "LACS^{Link} processing was terminated due to the detection of what is determined to be an artificially created address. No address beyond this point has been LACS^{Link} processed. In accordance with the License Agreement between USPS and <<Licensee>>, LACS^{Link} shall be used to convert legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. The written Agreement between <<Licensee>> and <<Licensee's customer>> shall also include this same restriction against using LACS^{Link} to artificially create address lists. Continuing use of LACS^{Link} requires compliance with all terms of the License Agreement. If you believe this address was identified in error, please contact <<Licensee>>."

4.6 Licensees will design a "stop processing" code that will cause the LACS^{Link} Product interface to stop working when the LACS^{Link} data has aged more than 105 days from the product date.

4.7 Licensee shall establish a central email address for receipt and disbursement of USPS electronic correspondence within Licensee's organization.

5. Basic LACS^{Link} Product Output

5.1 For each address submitted by a customer, Licensee's LACS^{Link} software must be able to return the following output:

a) Each original unaltered input address as it was presented.

b) For each mailing address for which there is a match to the LACS^{Link} Product, a standardized new address with 11-digit Delivery Point Barcode (DPBC) and standard return codes as listed in Exhibit B.

c) When a match is made, the specific address utilized in the query that obtained the match must be returned.

d) For each mailing address for which there is not a match to the LACS^{Link} Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate as listed in Exhibit B.

e) The urbanization name information for converted (updated) addresses, when applicable.

6. *Quality Standards and Testing Criteria*

6.1 The LACS^{Link} Product will be subject to periodic audit and evaluation of the organization's LACS^{Link} process and its adherence to the conditions of the LACS^{Link} License Agreement. Please note that the USPS audit file must be processed through the same LACS^{Link} system, including any and all pre- and/or post-processes, Licensees utilize for customer processing.

6.2. Upon notification of the transmission of an audit file, it can be retrieved from Licensee's specific USPS account via the internet. Licensee's output file and supporting documentation derived from the LACS^{Link} process will be posted to the same account.

6.3. The audit file will test Licensee's LACS^{Link} software with a series of known convertible addresses and known non-convertible addresses to validate Licensee's ability to query the LACS^{Link} Product and return the appropriate output and responses.

6.4. Auditing will be performed once annually in conjunction with the CASS cycle or as specified by USPS. If necessary, subsequent audits due to failures must be completed within the CASS cycle to prevent suspension and/or termination.

6.5. Upon validation of the results, Licensee will receive official audit results from USPS.

6.6. The system shall provide accurately matched responses for at least 98.5% of the inquiries where data to support these responses are known to be in the USPS file and shall produce no unexpected matches.

　　a) The percentage of audit file input records that achieve the correct result shall not be less than 98.5% when compared to USPS expected results.

　　b) The audit file output shall not result in a match that is not expected and would result in returning incorrect information that would eventually cause the misdirection of mail.

　　c) The audit file output must correctly provide all LACS^{Link} elements with 100% accuracy.

6.7. In the event that a problem is identified by USPS that is related to the LACS^{Link} process, USPS will, at its sole discretion, direct correction of the problem and/or exercise the suspension or termination provisions of the License, as it deems appropriate by the situation.

6.7.1. When directed to correct deficiencies, Licensee will be given 30 days from the date of the notification in which to remedy the deficiencies and retest.

6.7.2. If Licensee fails to remedy the deficiencies within 30 days, a suspension notice will be issued. The suspension notice will direct Licensee to cease all LACS^{Link} activities during the term of suspension and remedy all deficiencies within 60 days to regain good standing. USPS will also discontinue data fulfillment during the term of suspension.

6.7.3. At the end of the term of suspension, the License Agreement between Licensee and USPS will be terminated if Licensee has not successfully remedied all deficiencies.

7. *Standards of Performance*

7.1. Licensee shall repair or have repaired all equipment, hardware and/or software deficiencies related to the LACS^{Link} system within 30 days of identification of said deficiencies.

7.2. Since multiple LACS^{Link} License awards are anticipated, the marketplace will establish a competitive price for the service. However, the intent of the U.S. Postal Service is that this service will be widely available at reasonable cost to customers.

7.3. Service Provider Licensees are permitted to "bundle" services such as NCOA^{Link}, and merge/purge along with LACS^{Link}. Charges for such bundled services must be separated from LACS^{Link}, but may be consolidated on one bill provided to Licensee's customer.

7.4. Licensee is responsible for providing all necessary customer support for its Services. Licensee's customers requiring technical information must contact a customer service group managed by Licensee. Licensee's customer service group shall be responsible for providing resolution to all inquiries concerning the processing output.

7.5. It shall be Licensee's responsibility to ensure that its customers understand the LACS^{Link} process and output.

7.6. Licensee is responsible for distributing license related electronic correspondence from USPS to the appropriate personnel within Licensee's organization. Pursuant to paragraph 4.7, all electronic correspondence will be directed to a central email address within the Licensee's organization. The email address must be ncscinfo@<yourcompany>.com. In the event that this address is already assigned

for some other purpose, an alternate address must be submitted to USPS for approval. Licensee will subsequently distribute all applicable USPS notifications internally to ensure receipt by the proper staff. Such correspondence will also be sent to the pertinent contacts provided during the application process; however in the event of "bounce backs" successful delivery via the central email address will be considered confirmation of receipt.

Exhibit A

Per the USPS DMM®, the ZIP + 4 and City/State data must be updated by ZIP + 4 and City/State Product users within 45 days of the USPS release date. For general use, a data release is valid for 105 days from the USPS release date and users may elect to receive bi-monthly updates. However, USPS requires LACS^{Link} Licensees to update these files on a monthly basis in order to obtain the best possible results from the LACS^{Link} process.

The following chart is provided to assist in determining which data release is considered the most current for LACS^{Link} Licensees.

Release	Required Use Date	Last Use Date
January 15	March 1	March 31
February 15	April 1	April 30
March 15	May 1	May 31
April 15	June 1	June 30
May 15	July 1	July 31
June 15	August 1	August 31
July 15	September 1	September 30
August 15	October 1	October 31
September 15	November 1	November 30
October 15	December 1	December 31
November 15	January 1	January 31
December 15	February 1	February 28 (Feb 29 in leap year)

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Exhibit B
LACS^{Link}™ Return Code Descriptions

Code = Return Code   Description = Explanation of Return Code
Address = "Y" = New Address   How = "D" = Derived by data – returned in lieu of 11-digit
        "N" = New Address not provided   "S" = Derived by software

*Return Code should only be returned if you actually go to the llk.hsl hash table.

Code	Description	Address	How
A	**LACS^{Link} Record Match** – The input record matched to a record in the master file. A new address could be furnished.	Y	D
00	**No Match** – The input record COULD NOT BE matched to a record in the master file. A new address could not be furnished.	N	D
09	**LACS^{Link} Record Match: Highrise Default –** The input record matched to a record in the master file, but the old address is a highrise default.	N	D
14	**LACS^{Link} Record Match: New Address Would Not Convert at Run Time** – The input record matched to a record in the master file. The new address could not be converted to a deliverable address.	N	S
92	**LACS^{Link} Record Match: Secondary Number Dropped from Input Address** – The input record matched to a master file record, but the input address had a secondary number and the master file record did not. The record is a ZIP + 4 street level or highrise match.	Y	S